



Plans for the gradual re-opening of St Vincent's to wider groups of children Information for Parents or Carers

All Warrington schools have remained open to priority groups (children of critical workers & vulnerable children), as instructed by the governments Department for Education (DfE). As part of national social distancing measures to limit the spread of coronavirus, we had to limit the numbers of children and young people attending educational and childcare settings, to ensure that our children and staff were safe.

Now, we have been advised by the DfE to ask some 'priority' year groups of children to return back into education because the DfE believes it is the **best place for them to learn**, and because it is **important for their mental wellbeing** to have social interactions with their peers and teachers. Please however note that this is only for those years that have been identified as a 'priority' year, and will not include siblings if they are not in the 'priority' years.

The DfE have prioritised the four year groups because they are key transition years. The DfE have recognised that Nursery, Reception and year 1 are at the very beginning of their school career and are mastering the essential basics, including counting and the fundamentals of reading and writing, and learning to socialise with their peers. They acknowledge that attending early education lays the foundation for lifelong learning and supports children's social and emotional development. Year 6 children are finishing Key Stage 2 and are preparing for the transition to secondary school, and will benefit immensely from time with their friends and teachers to ensure they are ready.

In order to continue to provide a safe learning environment for our children we will be **gradually increasing** the numbers of children attending school while it remains safe to do so. It is thought that by returning children gradually, we can initially reduce the number of children in classrooms compared to normal and it will allow us to put **protective measures in place to reduce risks**.

Gradual wider opening to increasing number of children

The information below outlines measures being put in place at St Vincent's Catholic Primary School to reduce the risk of the transmission of COVID-19, so that you can decide what is right for your children and family, with the assurance that there will be no fine or other action taken should you decide that your child is not yet returning to school.

Plans for reopening our school to wider groups of children are in line with guidance from the Department for Education (DfE) and Local Authority. This plan is subject to confirmation that the conditions set out by the Government have been met, which we anticipate will happen on Thursday 28th May, and following this remains subject to change dependant on ongoing review of circumstances / Government and Local Authority updates.

Below is an outline of the proposed timings for each group of children in order to allow each group to be re-integrated and settled before further groups return:

	w/b 8 th June	w/b 15 th June	w/b 22 nd June	w/b 29 th June	w/b 6 th July	w/b 13 th July	w/b 20 th July until Wednesday 22 nd July	
Vulnerable / Key Worker	Parents or carers continue to notify school weekly of need for the following week							22 nd July: current guidance is that school will close for Summer holidays as planned
Reception								
Year 1								
Year 6								

The Government ambition is to welcome back children in Years 2, 3, 4 and 5 before the end of term however this will be dependent on space and staffing within school. It is highly unlikely, with current restrictions and social distancing measures in place that we will have the staff and space to allow this to happen, however we will need to wait for further guidance from the DfE in relation to this.

Attendance

Children in Reception, Year 1 and Year 6 are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending. If parents or carers decide that their child is not returning as outlined in the school plan for wider re-opening, but later want their child to return, school must be given notice of one week in order that changes to staffing can be made if required.

Parents or carers will not face fines or other sanctions for non-attendance at this time.

Children should not attend if they have symptoms or are self-isolating due to symptoms in their household.

Vulnerable children of all year groups continue to access provision already in place, based on individual need, on a weekly basis as is currently the case. For children in Reception, Year 1 and Year 6, they will join the class upon their return.

Clinically extremely vulnerable children are those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus. These children have been advised by their clinician or through a letter to shield. We do not expect these children to attend school, and they will continue to be supported to learn at home.

Clinically vulnerable (but not clinically extremely vulnerable) children are those at higher risk of severe illness due to pre-existing conditions and parents or carers should follow medical advice if their child is in this category.

A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend school.

A child who lives in a household with someone who is extremely clinically vulnerable, is advised they only attend school if stringent social distancing can be adhered to and, in the case of younger children, if they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend and they will be supported to learn at home.

Public Health Advice

The DfE have advised that a range of approaches and actions should be employed to help prevent the spread of the virus. By adopting these control measures they believe that, when implemented, an 'inherently safer system' will be created, where the risk of transmission of infection is substantially reduced.

These control measures include:

Cleaning and Handwashing

- Cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly and/or using hand sanitiser ensuring that all parts of the hands are covered and cleaned. Parents or carers are advised that increased washing may result in dry / sore hands so hand cream may need to be applied at home.
- Resources which are shared will be kept to a minimum however some resources will have to be shared. These resources should be cleaned after use throughout the day.
- Cleaning frequently touched surfaces often using standard products, such as detergents/bleach.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

'Deep' Cleaning

- Deep (thorough) cleaning of all areas will take place at the end of the school day.
- Throughout the day, classroom areas, hall, office spaces, staff areas etc will be regularly cleaned.
- Surfaces that children touch will be cleaned more regularly than normal, such as toys/equipment, electronic devices, books, desks/tables/furniture, chairs, doors, sinks, toilets, light switches, door handles, doors and door frames.
- Sufficient handwashing facilities will be provided – sinks, hand sanitisers in other spaces.
- Bins will be emptied throughout the day.

PPE (personal protective equipment)

- Wearing a face covering or face mask in school is not recommended by the DfE, so children and staff will not be wearing masks in school.
- The exception to this is if a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home.
- Staff will wear appropriate PPE when carrying out any tasks where risks have identified a need to wear them, such as looking after a child who becomes unwell at school.

If someone becomes unwell in school

- The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following: a new continuous cough, a high temperature or a loss of/change in sense of taste or smell (anosmia).
- If anyone in school becomes unwell with these symptoms they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is awaiting collection, they will be moved to the Computer Suite where they will remain isolated behind a closed door with appropriate adult supervision, who will remain at a distance of at least 2 metres.
- They should be picked up via the external door to this room, which can be accessed using the drive down the side of school (Link Club access).
- Windows and doors in this room must be kept open for ventilation if someone is isolating.
- If the child needs to go to the toilet while waiting to be collected, the toilet will then be locked and out of use until it can be thoroughly cleaned.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- School will call 999 if the individual is seriously ill or injured or their life is at risk.
- If a member of staff has helped someone who was unwell with symptoms outlined above, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.
- Staff must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- The area where a child waited for collection must be locked after the child with symptoms has left until the affected area can be thoroughly cleaned.
- All staff and children, and members of their household can access testing if they display symptoms of coronavirus.
- If someone is tested and the result is negative, they can return to school as soon as they are fit to do so.
- If someone in school tests positive for coronavirus:
 - Any areas accessed by that person will be cordoned off and a deep clean is required.
 - If this is not possible then school is required to close until a deep clean has been completed.
 - The individual who has tested positive must self-isolate for 7 days.
 - Other members of their household must self-isolate for 14 days.
 - The rest of their group (children and staff) will be sent home and must self-isolate for 14 days.
 - The other household members of that wider class or group do not need to self-isolate unless the child or household members they live with subsequently develop symptoms.

Social distancing measures

Class groupings

- Based on assessment of classroom capacity, a maximum of 10 children can be grouped in each classroom whilst maintaining social distancing of 2 metres.
- If a class needs to be split into smaller groups, this will be done alphabetically.
- Children will remain with the same small group at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each group.
- This does however mean that children will not necessarily be returning to the same staff as before and likewise, staff may be asked to work within different year groups.

Classroom organisation



- Children will remain in the same classroom throughout the day, with a thorough cleaning of the rooms at the end of every day.
- Within the classroom, children will be seated at the same desk each day, set out at 2 metres apart.
- With younger children, where this may not be possible, learning activities will be completed individually and distanced as much as possible, however it is accepted that 2 metre social distancing will be more difficult to maintain in Reception class.
- Classrooms will be emptied of everything but essential furniture and equipment which can be cleaned easily and regularly.
- Doors (internal and external) and windows will be kept open while a room is occupied. For safety, the doors must be shut when the room is left empty.

Resources

- Sharing of resources will be minimised by allocating stationery and equipment to an individual child as far as possible. Where this is not possible, any shared resources must be cleaned after each use.
- No resources will be shared between home and school so the following changes are required:
 - Reading books will not be sent home
 - Communication between home and school must be done via email or telephone. School diaries should not be sent to school at this time.
 - First aid slips will not be sent home – a log will be maintained for school records and parents or carers will be notified by telephone or email.
 - **THE ONLY ITEMS TO BE BROUGHT INTO SCHOOL FROM HOME ARE LUNCHBOXES AND WATER BOTTLES. NO OTHER BAGS/ITEMS SHOULD BE BROUGHT INTO SCHOOL.**

Drop off / pick up

- Parents or carers and children are encouraged to walk or cycle to school where possible, and avoid public transport.
- Parents or carers **MUST NOT** be transporting or accompanying children, other than their own, to school.
- Plans for getting to and from school should be made following the guidance: [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

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- When dropping off and picking up, children should be accompanied by only one adult.
- Parents or carers are responsible for managing the risk of allowing Year 6 children to walk to and from school unaccompanied. Children walking unaccompanied must be clear of the expectation to maintain social distancing at all time.
- There must be a 2 metre distance between you and anyone not from the same household. Parents or carers must not gather on the playground or at the school gates. When on the playground waiting, markings should be followed.
- Parents or carers must not enter the school building.
- A member of staff will be on duty to direct children from a safe social distance and to ensure social distancing is maintained on school premises.
- Signage will be used to remind parents or carers of drop off / pick up procedures.
- Timings of drop off and pick up have been staggered with Penketh South and by year group to avoid large numbers of adults dropping off / picking up at the same time. Please be reminded that these changes are to reduce the number of people on the school site in the interest of infection control.

Dropping off in a morning:

	Time:	Place:	Other information:
Key Worker / vulnerable	8.30 – 8.40	At the main green playground gates by Reception Class	
Year 6	8.30 – 8.40	At the first set of green gates down the side driveway between St Vincent's and Penketh South	<i>Children will enter the classroom directly from the driveway or enter the playground via the 2nd set of gates at the bottom of the driveway</i>
Year 1	8.40 – 8.50	At the main green playground gates by Reception Class	<i>If your child will not enter from the main green gates without an adult, they can be accompanied to the coloured fence but adults must not enter the area beyond the coloured fence.</i>
Reception	8.50 – 9.00	At the main green playground gates by Reception Class	

- Children will be required to wash and dry their hands immediately on entry to the school building so may have to follow the floor markings and wait in a socially distanced queue before entering.

Pick up at the end of day:

	Time:	Access and leave the playground:
Key Worker / vulnerable	2.45	Main green gates by Reception Class
Year 6	2.45	Gate at the bottom of the driveway between St Vincent's and Penketh South
Year 1	2.30	Main green gates by Reception Class
Reception	2.15	Main green gates by Reception Class

- The adult picking up should enter the playground as outlined above and wait near their child's class, but must stand outside the coloured fence around the Reception outdoor area.
- Markings at each classroom / outside the coloured fence area at Reception Class will be set out at 2 metre distances – the adult picking up should wait at the next available marking outside the appropriate classroom.
- Teachers will dismiss children directly from classrooms to the next waiting adult.

Movement around school

- All classrooms will be accessed directly from outside. A one-way system will be established for the small amount of movement around school, but for most of the time only adults should be moving around school.
- Children will not access any other areas of school except their classroom base and their designated area of the playground. The following areas will not be in use: cloak room storage, outdoor gym

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area and other fixed outdoor equipment, intervention rooms and sensory room, corridor spaces – except for minimal and supervised movement around school and access to toilets.

- The hall will not be used routinely, unless PE lessons cannot take place outside due to the weather. If used for PE, only one small grouping of children should access the hall at any time and doors / windows must be opened whilst the hall is in use. Kitchen shutters should be closed if the hall is in use. Movement from the classroom to the hall must be supervised by staff to maintain social distance as far as practically possible.

Toilets

- Toilet facilities will be used by one child at a time. Each group of children will be allocated toilets to use so that staff can monitor and manage access to ensure social distancing.
- If the toilet is in use, the next child must wait outside, following the floor markings. If someone is waiting outside a toilet, any other children must wait in class until no children are waiting.
- Children must wash and dry their hands before and after entering the toilets.

Break time

- Break time will be staggered by timing and designated play areas:
 - Reception: Playground area of the Reception outdoor areas (access to the fixed outdoor equipment will not be allowed)
 - Year 1: Grass area of the Reception outdoor area (access to the fixed outdoor equipment will not be allowed)
 - Key worker/vulnerable children: Area of the playground down the side of school (Key Stage 1 playground)
 - Year 6: Key Stage 2 playground (access to the fixed outdoor equipment will not be allowed)
- Play equipment will not be in use and access to the field will not be allowed at break and lunch time.
- Social distancing will still be maintained when outside and children will be reminded to keep 2 metres apart as far as possible.
- Snack normally offered (toast and juice) will not be available at this time so children must bring their own snack to school.

Lunchtime

- If a school lunch is requested, children will receive a packed lunch:
 - Children in Reception and Year 1 (and Year 2 vulnerable children and the children of critical workers) will continue to have the option of a free packed lunch.
 - Children in Year 6 (and other Key Stage 2 vulnerable children and the children of critical workers) whose parents or carers would usually pay for a meal, will need to pay for each packed lunch via ParentPay as normal.
 - Children eligible for benefits-related free school meals will receive a packed lunch free of charge.
- Packed lunches sent from home should include items that children can open without adult help as far as possible so that social distancing measures are maintained.
- Lunch time for all children will be 12 – 1 and staggered so that some children will be outside, whilst others are eating. Midday Assistants will supervise children outside and teaching staff will supervise their group of children whilst they eat in class. Social distancing will still be maintained when outside and children will be reminded to keep 2 metres apart as far as possible.

Visitors

- Only essential visitors will be allowed into school.
- A record of visitors will be maintained, including contact details, in case of potential infection.
- Necessary visitors to school will be notified of arrangements for social distancing and hygiene, and must not enter the school building if they are displaying any symptoms of coronavirus.
- Parents or carers should not come into the school building unless strictly necessary, by appointment, and alone. Any such meetings will only take place when there is no alternative, and should take place at a safe distance, so a larger room than normal may be necessary.

Uniform

We expect children to continue to wear school uniform, however due to current circumstances this can be any uniform listed (Summer / Winter / PE kit) as **all clothing worn at school must be washed daily**.

If children are wearing a shirt, they are NOT to wear a tie as it is unrealistic to expect that a tie can be washed each day and be ready to wear the next day.

PE lessons will take place in whatever children are wearing so that this does not further limit what uniform is available to be worn clean each day.

We fully understand that this may not always be possible and that children may not always be able to wear full uniform. Please ensure that children wear a sensible alternative.

Parents or carers **must not** buy new uniform as this will be difficult with current restrictions in place on retail, and does not make sense for such a short return to school.

When children get home, they must remove clothes worn at school, wash their hands, shower and clothes must be washed.

Teaching and Learning

Social distancing measures in place mean that for those returning, the school timetable and how lessons will be taught will have to change for the time being:

- Learning will be completed individually, and sharing of resources will be minimised.
- Teachers will not be able to interact as fully with the children in order to maintain social distancing.
- Feedback will be verbal – teachers will not be marking books.
- Assemblies and large gatherings are not permitted.
- Children will be limited to the classroom and allocated outdoor space.
- Learning outside will be encouraged but only within small class groupings.
- PE will be strictly non-contact and use of equipment will be minimal.
- No after school clubs will be offered for the remainder of the Summer Term and Link Club will provide further updates, but there are currently no plans to re-open before September.
- Restrictions in place mean that no educational visits, including residential visits, will happen.
- It is highly unlikely, due to social distancing measures in place, that end of term traditions for Year 6 will be able to take place.
- We will work with the Secondary Schools to ensure that we help Year 6 children to feel ready for the transition to High School however it is unlikely that transition visits to Secondary Schools will take place.

As children return to school, we will:

- Place a strong emphasis on their mental health and wellbeing, and health and hygiene education.
- Focus on resocialisation of children into new school routines.
- Take time to assess where children are in their learning, and agree what adjustments may be needed to review learning which has been forgotten or gaps that have emerged.
- Identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils, within the limits of current restrictions.
- Support pupils in Year 6 towards successful transition to High School.
- Work towards a full, broad and balanced curriculum once children are settled back in school and comfortable in new routines, but adapted due to social distancing.

Home learning

- For those children in year groups where children have not yet returned to school, home learning will continue to be set on the school website.
- For those children who remain at home in year groups which have returned, staff will share as much as possible of what is being covered in school, but will not be expected to plan differently for children in and out of school.
- Home learning may rely more on [Oak National Academy](#) and [BBC Bitesize](#)

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Behaviour Policy updates

In light of the need for children to behave differently when they return to school, new systems have been put in place to support that, therefore there are some changes to the school behaviour policy. These changes are outlined below and must be followed at all times to ensure everyone in the school feels safe and happy:

- All children returning to school must follow new routines for arrival or departure.
- Children must tell an adult immediately if they are experiencing symptoms of coronavirus.
- Children must follow instructions on hygiene at all times: Wash hands with soap and water for 20 seconds when instructed to do so: upon arrival to school, before and after eating and after using the toilet. Use hand sanitizer when instructed in the classroom.
- All pupils must follow the 'catch it, bin it, kill it' rule when sneezing or coughing and avoid touching their mouth, nose and eyes with their hands.
- Pupils must never cough, sneeze or spit at, or towards any other person.
- All areas in school are out of bounds apart from the child's classroom and designated play zone.
- Children must stay at their desk at all times during lessons and only go to the toilet with permission from the teacher.
- Wherever possible, children must not share any equipment (and if equipment is shared it must be cleaned before use by another child).
- During breaks and lunch times, children must be led to their play zone and remain within this area unless they have permission from an adult to go to the toilet.
- Social distancing must be maintained throughout the whole day.

- The visual behaviour system still applies during the school day and all other aspects of the school policy.

It is important that children are prepared for the changes before returning to school so we ask that parents or carers discuss these expectations with children prior to returning to school, and when they do return, this will form a significant part of their re-introduction.

Staff Wellbeing

In adapting provision to adhere to current restrictions, Governors and Senior Leaders are very aware of the potential impact on staff wellbeing and the need to implement flexible working practices to support all staff to manage individual circumstances. It is also recognised that staff, as well as children, may have faced trauma and difficulty during the past few weeks, and may need support as they to return fully to school.

Plans for the gradual re-opening of school to wider groups of children have been made in consultation with staff so that the safety and wellbeing of all members of our school community is at the heart of it.